# Setting up Office 365 MFA

Multi-factor authentication (MFA) is a term used to describe a second factor of authentication. This second factor uses something you own (such as a phone) and something you know (password) to prove your true identity. Below are the directions to perform the initial configuration of Office 365 MFA.

1. Go to https://email.stetson.edu and log in with your username and password.

2. The first time logging into your account after MFA is enabled, the page below appears. Click the "**_Next_**" button.
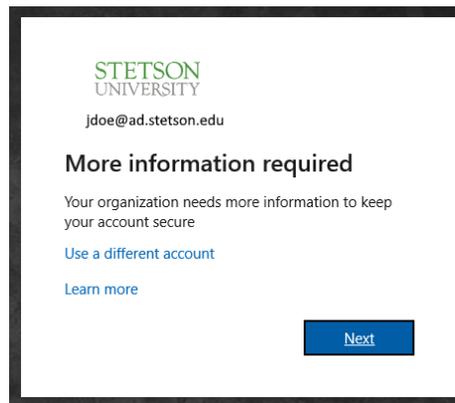
3. On the next page, select the "Authenticator app" option. We recommend using the "Authenticator App" option, as it is the simplest and easiest method.
    a. Press the "Set Up" button
    b. Install the Microsoft Authenticator app on your phone, then press "Next."
    c. Follow the on-screen instructions and press "Next."
    d. After scanning the QR code with the Microsoft Authenticator app on your phone, press "Next."
    e. An activation request is sent to your phone. Please click "Approve" on your phone to complete the setup. Click "Done" on your computer.
4. Next, select the "Set Up" button under the "Phone" heading.
    a. Enter your country code and phone number.
    b. We recommend you select the "Text me a code" option, then press "Next."
    c. A text will be sent to your phone containing a PIN code. Enter that PIN code on the next prompt on your computer and press "Done."

5. Once you have the Microsoft Authenticator app configured on your mobile device, you will be prompted on your device to "Approve" your login to complete the device's association with your account. Click "Next" to continue.